

# **BROOKINGS COUNTY COMMISSION MEETING**

**Tuesday, February 10, 2015**

The Brookings County Board of County Commissioners met in regular session on Tuesday, February 10, 2015 with the following members present: Tom Yseth, Ryan Krogman, Larry Jensen, Stephne Miller and Lee Ann Pierce.

## **CALL TO ORDER**

Chairperson Tom Yseth called the meeting to order.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

## **APPROVAL OF AGENDA**

The agenda for the February 10, 2015 Commission Meeting was approved as amended without objection. The board added an Executive Session to the agenda in accordance with SDCL 1-25-2(3).

## **CONSENT AGENDA**

The consent agenda was approved without objection from the board.

The consent agenda consisted of the minutes from the January 27, 2015 Commission Meeting.

Travel & Education Requests: Chris Lilla and Jacob Brehmer to attend the Synergy 2015 Aumentum User Groups Conference, September 26<sup>th</sup>-October 1<sup>st</sup> in Ft. Lauderdale, FL; Jean Stoebner and Rae Lynn Maher to attend the Office Peeps 2015 Product Show, April 30<sup>th</sup> in Watertown; Commissioners and Stacy Steffensen to attend the SDACC Spring Workshop, March 17<sup>th</sup>-19<sup>th</sup> in Pierre; Abigail Howard to attend the South Dakota States Attorney's Association Winter Board Meeting, February 3<sup>rd</sup> in Pierre; Matt Christensen to attend the NCIC Full Access Certification Course, March 2<sup>nd</sup>-5<sup>th</sup> in Pierre; Meghan Thoreau to attend the SD OEM Region VI meeting, February 4<sup>th</sup> in Mitchell; Robert Hill to attend the Tri-State Emergency Management Association meeting, February 18<sup>th</sup> in Sioux Falls; Robert Hill to attend the South Dakota/North Dakota Pipeline Operators Training, April 15<sup>th</sup>-16<sup>th</sup> in Sioux Falls; Jon Pike to attend the Traffic Safety Conference, March 10<sup>th</sup>-12<sup>th</sup> in Pierre; Richard Birk to attend the 2015 Short Course, March 17<sup>th</sup>-19<sup>th</sup> in Oacoma; Richard Birk to attend the Transportation meeting with the DOT, February 2<sup>nd</sup> in Pierre.

Personnel Action Notices: routine step increase-Charles Umburger to \$24.84, effective February 1, 2015; voluntary resignation-Darci Clifford to \$22.49, effective February 4, 2015; routine step increase-Lawrence Barnett to \$15.87, effective January 1, 2015.

Cellular Authorizations: Devan Hoekman, Basic Usage at \$30/month; Charles Umburger, High Usage at \$45/month.

## **ROUTINE BUSINESS**

### ***Approval of Claims***

Motion by Pierce, seconded by Krogman to approve the following claims. Roll call vote: Krogman "aye," Miller "aye," Jensen "aye," Pierce "aye," Yseth "aye." Motion carried.

A&B Business Inc, Copier Maint, \$299.36; Adair Asset Management LLC, Tax Cert Redemption, \$2,203.35; Advance, 2015 Budget Allocation, \$35,000.00; Allegra Print & Imaging, Business Cards, \$82.36; Anderson, Jeff G., Steel Toe Work Boots, \$100.00; At&T Mobility, Cell Phone Service, \$39.36; Aurora Auto Body & Glass, Tow 6a8, \$155.00; Avera Medical Group, Health Screeing Chart Review, \$540.00; Brock White Company, Road Mat, \$5,016.50; Brookings Auto Mall Inc, 2015 Chevy Tahoe, \$32,000.00; Brookings City Utilities, Phone/Internet/Water/Utilities, \$2,816.04; Brookings County Finance Office, Delinq Tax, \$1,189.53; Brookings Credit Bureau, Sheriff Trust, \$121.80; Brookings Credit Bureau, Sheriff Trust, \$336.41; Brookings Health System, December Blood Testing, \$2,636.25; Brookings Register, 1 Year Subscription, \$149.21; Brown and Saenger, Highway Flags, \$44.45; Brutty's Underground Sprinklers, Sprinkler Maintenance, \$510.84; Buseth, Vicki, Gas, \$32.24; Butler Machinery Co, Filters/Slide Bushings, \$533.36; Carlson, Todd, Lien Overpayment, \$50.00; CDW Government Inc, Video Cards/Monitor/Wifi, \$613.37; Central Business Supply, Copy Paper/Batteries/Office Supplies, \$700.70; Century Business Products, Copier Supplies/Maint, \$55.90; Century Link, Long Distance Phone, \$95.10; Channel Properties, COP Rent, \$550.00; Chief/Law Enforcement Supply, Patrol Kits, \$311.99; City Of Brookings, Admin Bldg Operating Expense, \$7,500.81; City Of Brookings, 2014 E911 Interest, \$2.38; Clean Slate, Envelopes, \$124.00; Compass Counseling & Assessment, Psych Evaluation, \$1,500.00; Dakota Fluid Power Inc, Hydraulic Pump For Truck, \$1,797.08; Den-Wil Inc, February Rent, \$835.00; East Central Behavioral Health, Half 2015 Budget Allocation, \$25,750.00; Egeberg, Gary, Conference Registration, \$250.00; Ekern Plumbing Heating & Air Cond, Furnace Filter, \$35.00; Elkton Library, 2015 Budget Allocation, \$3,200.00; First District Association, 2nd Qtr Joint Coop Payment, \$9,813.33; Fite, Pierce & Ronning Law Office, CAA, \$478.50; Fite, Pierce & Ronning Law Office, CAA, \$539.40; Fite, Pierce & Ronning Law Office, CAA, \$708.90; Foerster Office & Supply, Courthouse Items, \$274.00; Forrest Holdings Inc, Tax Cert Redemption, \$378.14; Forrest Holdings Inc, Tax Cert Redemption, \$2,348.36; Forrest Holdings Inc, Tax Cert Redemption, \$725.43; Forrest Holdings Inc, Tax Cert Redemption, \$583.92; Forrest Holdings Inc, Tax Cert Redemption, \$1,743.65; Forrest Holdings Inc, Tax Cert Redemption, \$551.37; Forrest Holdings Inc, Tax Cert Redemption, \$604.77; G&K Services, Laundry Service, \$172.47; Jared Gass, CAA, \$714.52; Patricia J Hartsel, Transcripts, \$133.00; Hy-Vee Food Store, Jury Meals/Meeting Refreshments/Inmate Meals/PMD, \$10,877.57; Ina Group LLC, Tax Cert Redemption, \$877.70; INA Group LLC, Tax Cert Redemption, \$829.36; INA Group LLC, Tax Cert Redemption, \$1,025.85; Inter-Lakes Community Act, Community Service Funds, \$2,500.00; JCL Solutions, Cleaning/Inmate Supplies, \$200.68; Johnson Feed Inc, Salt, \$10,274.95; Benjamin L. Kleinjan, CAA, \$391.50; L.G. Everist Inc, Icing Sand/Pea Rock, \$6,908.11; Lawrence Leasing Inc, Repair, \$3,500.39; Light & Siren, Mini Light Bar, \$354.23; MCI, Long Distance Service, \$26.42; McKeever's Vending, Inmate Commissary, \$354.30; Melby Photography, Commissioner/Dept Head Photos, \$570.00; Mid-States Organized Crime, 2015 Membership Fees, \$150.00; Midwest Glass, Repair Jail Door, \$252.16; Midwest Management/BMO Harris, Tax Cert Redemption, \$1,483.88; Midwest Management/BMO Harris, Tax Cert Redemption, \$4,735.20; Moriarty Rentals, Cop Rent, \$150.00; Nancy J Nelson, CAA, \$612.00; Office Peeps Inc, Office Supplies, \$976.80; One Source, Background Checks, \$100.00; Parmely, Ronny, Extension Board Mtg Mileage, \$7.40; Pheasantland Industries, Registered Mobile Home Decals, \$221.69; Pollard & Larson, LLP, CAA Inv Mi Hearing, \$149.55; Razor's Edge Lawn Care, Courthouse Snow Removal, \$1,057.50; Rude's Funeral Home Inc, COP Co Burial,

\$3,000.00; Rude's Funeral Home Inc, Coroner Transport, \$385.00; Running's Supply Inc, Parts/Supplies, \$196.53; Ryka Management, COP Rent, \$650.00; Sanford Health, Autopsies, \$5,854.00; SD Attorney General's Office, 24/7 Scram Daily Fees, \$1,844.00; SD Attorney General's Office, 24/7 State Participation Fee, \$60.00; SD Dept Of Revenue, SD Dept Of Revenue Feb 2015, \$377,980.08; SD Dept Of Transportation, Prelim Engineering Fees, \$258.16; SD Planners Association, Membership Dues, \$75.00; SD Public Assurance Alliance, Vehicle Insurance Coverage, \$426.33; SDML Workers' Comp Fund, 2015 Work Comp Coverage, \$69,210.00; SDSU Workstudy, Workstudy Wages/Admin Fee, \$171.55; Sioux Falls Two Way Radio, Mic Control Heads/Repairs, \$357.71; Sioux Valley Cleaners Inc, January WIC Janitorial, \$442.00; Sioux Valley Energy, Electricity, \$289.00; Smith Supplies, Bolts For Main Wing, \$103.88; Thomson Reuters - West, NW Reporter, \$229.75; Thomson Reuters - West, SD Codified Law Updates, \$90.00; Town & Country Shopper, MH Registration Notice, \$14.00; Tyler Technologies, Remote Assistance to Courthouse, \$450.00; US Records Midwest, Index Guides/Canvas Jackets, \$332.91; Steven Ust, Inspections, \$1,100.00; Vantek Communications Inc, February Repeater Fee, \$100.00; Walburg, Duane, Animal Control Mileage, \$12.00; Walmart Community, Office Supplies/Batteries, \$104.56; White City, Water/Sewer/Electric, \$58.65; Yankton County Sheriff, Service Of Process, \$25.00; Yankton County Treasurer, MI Hearings, \$366.05; Young Door Service Inc, Repair Shop Door, \$155.22.

### ***Department Head Reports***

County Development Director Robert Hill said he will have an LEPC funded booth at the Regional Home Show, February 21<sup>st</sup> and 22<sup>nd</sup>. He said the SLA requires him to go to all of the communities in the county. Hill said he went to Aurora and Elkton Monday night and has upcoming visits planned in Sinai, Brookings and Volga. He updated the board on the security test held at the administration building and the 911 meeting.

Hill said he provided a copy of Moody County's drainage ordinance in the board's packet. He asked what direction the board would like to go with this. Krogman said they need a much larger discussion and need to do more research. He said the strategic plan identifies this as an issue as well. Krogman said they need more discussion and have citizens give their opinions as well. Pierce suggested forming a subcommittee that could look into their options and make recommendations. Jensen said there are other counties with drainage ordinances. Hill said he wants to get off center on this topic. Yseth said most of the time a subcommittee is a good idea, but he suggested holding a work session so the entire board can get educated on this topic. The board will hold a work session to discuss drainage at their March 10<sup>th</sup> commission meeting.

Hill provided an estimate from Banner Associates on redoing the drainage plan for south Brookings. He said they did the original plan back in the 80's, but he could also get additional quotes. Commission Department Director Stacy Steffensen said a meeting regarding south Brookings drainage has been scheduled for February 17<sup>th</sup> at 1:00. Yseth appointed himself to be the second commissioner on the committee looking at this issue. He suggested they wait to approve anything until after the February 17<sup>th</sup> meeting.

Hill also discussed LEPC funding. He said the county has been receiving funding to spend on hazardous materials every year for the past 10 years. Hill said they've received approximately \$26,000, but have only spent \$14,000. He said they need to spend \$11,000 this year to spend down the funds they have. However, Hill said he only has \$5,000 budgeted. He said his bottom line may be able to handle the added costs, but if not, he may need contingency. Hill said they can spend these funds on hazardous material supplies, and materials for the Home Show and National Preparedness Day. Yseth said, to be more compliant with state dollars, they need to start spending this money. Hill said they do have a need and items purchased will be distributed throughout the county to the various fire departments. He said there is a fire association meeting at the end of this month and they can figure out what the needs are and

divvy things up based on what those needs are. Pierce asked that Hill provide them with something that states what this grant funds.

Hill also discussed an upcoming exercise on March 12<sup>th</sup> at the east fire station in Brookings.

Veterans/Human Services Director Michael Holzhauser said they continue to get older claims cleaned up and off the books. He discussed the number of phone calls and walk-ins for veterans' issues and welfare issues. Holzhauser also updated the board on the Reach All Veterans program.

Sheriff Martin Stanwick said there are currently 27 in jail, 20 on the 24/7 program, 21 on SCRAM in the county and 5 on SCRAM outside the county. He gave kudos to the highway department; there had been no accidents due to the icy road conditions that he knew of that morning. Stanwick said he is following bills in the legislature concerning concealed weapons. He said there is another movement to allow concealed weapons on campuses and another to get rid of concealed weapons permits altogether. Stanwick said his office and the State's Attorney's office have been busy with emergency committals. He said Deputy State's Attorney Abigail Howard has called a meeting to get everyone involved with this process back on the same page again.

#### **SCHEDULED AGENDA ITEMS**

Brookings Area Chamber of Commerce Director of Membership, Joni Frolek, discussed the new membership levels of the Bundle Up program with the board. She said membership dues used to be based on the number of employees; this new program lets members decide which level is most beneficial to them. She said the county has been paying \$879; the next level up, the Investor level, is \$900. Yseth suggested creating a government level of membership. Pierce said the Investor level includes a booth at the Think Local event, and she said she believes the county should have a table at that expo. Krogman suggested starting at the lowest level, the Connected level, so the county is still a Chamber member. He said if they aren't using the benefits, then it isn't wise to invest the money in it. Miller said she thinks the county should be at the Investor level. She said in light of the fact that they've been paying \$879, they should stay at or near that level. Miller said they do get benefits from being a Chamber member and it is up to them to utilize the benefits that are available. Steffensen said she didn't know what options have been available, but she will find out what those are now and see where the county can use them. Frolek said the Chamber is funded just through memberships. By consensus, the board agreed to invest at the Investor level; \$900 annually.

Sherry Oswald and Bill Ross, representing the Brookings Farmers Market, discussed the idea of using the courthouse lawn on special occasions to have the Farmers Market. Oswald said this could attract a whole different segment of our community to participate in the Farmers Market. She said they wouldn't cause a lot of obstruction on a Saturday. Oswald said they would look at using it one time this year, during Arts Festival weekend. Ross said they are looking at ways to revitalize the market. Pierce said there can be significant damage done to the grass during these types of events, especially when it rains. Oswald said they would operate for 3 hours and the vendors would be responsible for the clean-up afterwards. Miller said parking is an issue too. Ross said their current location has them sitting on hot pavement without any shade, so they are looking at options that would help with that. Yseth said his first thought was the lawn. He said the county doesn't have the equipment to bring back the grass if it were damaged. Krogman said this could open up a can of worms as well. He said he doesn't want to be in a position where there is someone who wants to use the lawn every weekend. Krogman said he loves the Farmers Market, but he's not sure this is the right place. Yseth suggested closing off the street on the west side of the courthouse. Oswald said they are exploring their options.

### ***Department Head Reports continued***

Highway Superintendent Richard Birk said he traveled to Pierre to hear HB1131, which is looking at different ways and means to provide additional funding for roads and bridges. He said the biggest hang-up is how the money would be distributed. Birk said the House version would distribute funds through a Transportation Commission grant process. He said there is opposition to increasing the gas tax and license fees. Birk said everything is preliminary, but hopefully there will be a \$50 million increase in revenues for bridges.

Birk said Prahm Construction out of Slayton, MN was awarded the contract to do the bridge north of the gun range. Birk said this bridge will be done in 2015. He said the board will also be seeing many right-of-way easements coming to them for approval in the upcoming months. Birk said there are new projects underway and the electrical companies are protecting themselves.

Yseth asked if townships could receive this additional funding for roads and bridges and if there was a way the county could provide them assistance. Miller said the county would probably have to apply for the funds on their behalf.

Yseth said that he visited with Sioux Valley Energy's Ted Smith. Smith indicated that they have had problems with contractors on road and bridge projects not calling 811. Yseth said when the county has a major project Sioux Valley would come on site to visit with the contractor to save any headaches.

Finance Officer Vicki Buseth provided credit card transaction information for 2014. She said she is also tracking legislation, specifically SB20 and SB184. Buseth said the Secretary of State's Office is giving Brookings County the first chance to purchase the e-pollbooks the county currently has been renting. She said the cost would be \$405 each for the 39 e-pollbooks and \$60 each for the software license transfer, for a total of \$18,135. Buseth said they've also received a price for support and maintenance at \$10,000 per election. She said the county currently has \$61,860 in state-held HAVA funds, which they could use to purchase the e-pollbooks and transfer the software. Krogman said this seems like a no-brainer, but the \$10,000 for support sounds expensive. Steffensen said that if the county wants to continue to use vote centers, they will need to purchase e-pollbooks. Miller said they would be remiss to miss this opportunity. By consensus, the board agreed to move forward with the purchase of the used e-pollbooks from the Secretary of State.

### ***Finance Office Report***

Motion by Pierce, seconded by Krogman to approve the following transfers as per budget appropriations for the first quarter of 2015. Roll call vote: Miller "aye," Jensen "aye," Pierce "aye," Krogman "aye," Yseth "aye." Motion carried.

From General Fund 101-4-911-4294 to Road & Bridge Fund 201-3-371-0000 in the amount of \$1,488,542.00.

From General Fund 101-4-911-4290 to Emergency Management Fund 226-3-371-0000 in the amount of \$12,490.25.

Buseth presented the Finance Office report for December 2014.

Be it noted the Auditor's Account with Treasurer was presented to the board.

#### ***December 2014***

Total amount of deposits in banks..... \$18,407,426.92

Total amount of actual cash: Currency..... \$5,016.00

Coins..... \$0.71

Total amount of checks/drafts in Treasurer's possession not exceeding 3 days... \$30,454.46

Itemized list of all other items..... \$(192,209.30)  
TOTAL.....\$18,250,688.79

Be it noted the Payroll & Additive Totals for December 2014 were presented to the board.

Commission/HR: \$15,711.94; Technology: \$2,709.43; Finance Office: \$18,131.79; States Attorney: \$20,500.10; Equalization: \$16,686.77; Register of Deeds: \$7,214.68; Veterans/Welfare: \$5,675.77; Sheriff's Office: \$74,025.81; Coroner: \$213.14; Community Health: \$2,274.61; Extension: \$1,466.50; Weed: \$2,404.21; Planning/Zoning: \$6,389.92; Highway: \$48,071.55; Emergency Management: \$3,284.22; WIC: \$1,220.36.

AFLAC: \$2,721.74; Avesis: \$1,206.60; Office of Child Support: \$400.00; Delta Dental: \$4,289.66; Flex One: \$2,183.50; Fort Dearborn Life Insurance: \$1,291.75; Garnishments: \$532.71; Local Teamsters: \$1,229.00; SDRS: \$39,132.94; SDRS Supplemental: \$1,510; EFTPS: \$77,973.52; Wellmark: \$83,885.93; AFLAC Group/CAIC Primary: \$809.72.

Be it noted, the expenditure adjustments for the month of December 2014 were presented to the board. \$5,657.80 was transferred to allocated highway department expenditures to other county departments for work performed and supplies furnished by the highway department.

Be it noted the Register of Deeds Statement of Fees Collected for the month of December 2014 in the amount of \$25,777.00 was presented to the board.

Miller said a citizen told her that the credit card fees charged by the county aren't fair. She said those fees do not come back to the county. Buseth said state law says that counties cannot absorb those fees. She said people can still write checks or pay with cash. Krogman said even if they wanted to, they couldn't take on the fees. Yseth said they can't build those fees into the cost either.

## **REGULAR BUSINESS**

Register of Deeds Beverly Chapman presented the Register of Deeds 2014 Annual Report.

Chapman also said an architectural class from SDSU came through her office doing research on legal descriptions and to find other criteria about parcels for a class. She said an appraisal class will also be coming in early April. Chapman said they are done scanning all but 25 deed books, which need a larger scanner. She said they started with 138 and only scanned in their spare time.

The board discussed revising the content of the published minutes of commission meetings. Miller said she is absolutely opposed to taking the discussion out of the minutes. She said the county has a program where they can go back in the minutes by searching for a certain word. Miller said they can see what the conversation was on a topic. She said she heard from a citizen who is also opposed to shortening the minutes, and she talked to a former commissioner who told her the board got into trouble by not having the full version of a discussion in the minutes. Miller said that's why they decided it was worth the money to have the discussion printed. She said she won't vote to shorten them no matter where they are published.

Jensen said he received a couple of calls as well. He said having the total discussion in the paper is beneficial as some people don't have access to a computer, but they can read it in the paper. Pierce said if they vote to leave it all in, she's fine with that. However, she said the full discussion is not normally included. Pierce said the purpose of the minutes is to show action taken, who made the motion, and the roll call. She said it costs a lot to publish the minutes and they aren't getting much of a benefit for it.

Miller said there is a reason they changed it from the shortened version; so they can go back and see why the discussion led them to a decision. Pierce said all they should be concerned about is the motion passed and implementing what was said in the motion. Miller said she agrees with that statement, but at the last meeting she had Steffensen go back and research a discussion that was held. She said so much institutional memory was lost when the seasoned commissioners left. Miller said they would be remiss if they shorten up the minutes and leave out the discussion. Krogman asked if leaving out the discussion would make a difference on how the minutes are taken. Steffensen said it would make it easier. Miller said if they look back at old minutes, they tell you nothing.

Yseth said he received a call from a former commissioner as well. He said he also looked at what other entities publish. Yseth said he's always looking at saving money, but the history does have a value. However, he said he's more worried about where they're going rather than where they've been. Krogman said he doesn't feel that they are ready to shorten the minutes yet; they should continue to publish the whole works.

By consensus, the board agreed to continue to publish the minutes including the discussion.

The board discussed adding the Elkton Record as a fourth legal newspaper for 2015. Steffensen provided background information.

Motion by Krogman, seconded by Jensen to approve the Elkton Record as a legal paper of Brookings County for 2015. Miller asked why they were doing this. Yseth said they just had a discussion on how important the minutes are and they are excluding one publication. He said they should be in every publication every year. Yseth said this designation is just for 2015 as they make these designations annually. Roll call vote: Jensen "aye," Pierce "aye," Krogman "aye," Miller "aye," Yseth "aye." Motion carried.

The board discussed the process on approving an application for the available liquor license the county has. Steffensen said the board approved a resolution that sets the number at 7 on-sale licenses in the county beginning in 2016. She said there is one available. Pierce said they need to discuss the application fee and then the fee for the license. She said the state criteria is that it be a suitable location and a suitable applicant. Pierce said they may need to adopt additional criteria if there is more than one applicant. Deputy State's Attorney Howard said different entities are very diverse on how they treat these. She said it is the board's decision on how to do this and staff will implement what the board decides. Howard said they need a plan in place before they go any further. Yseth appointed himself and Commissioner Pierce to a subcommittee to work with staff to formulate a presentation.

Krogman said he doesn't want this process to get burdensome. He said if an applicant comes to the board with a good location, they should issue the license. Yseth said he agrees, but he also doesn't want to face something they haven't planned for. Pierce said they need a process in place if there is more than one applicant. Krogman said if two apply, they have the same decision as they have now. He also questioned if they should advertise this in more than just the minutes. Pierce said the examples provided in their packets did a notice in the paper. Miller agreed that they should do a notice. Yseth said they should have something in place by June.

Motion by Miller, seconded by Pierce to approve and authorize Chairperson Yseth to sign Resolution #15-06: a resolution updating the Brookings County, South Dakota investment policy. Background information was provided by Finance Officer Vicki Buseth. Roll call vote: Pierce "aye," Krogman "aye," Miller "aye," Jensen "aye," Yseth "aye." Motion carried.

## **RESOLUTION #15-06**

### **A RESOLUTION UPDATING THE BROOKINGS COUNTY, SOUTH DAKOTA, INVESTMENT POLICY**

#### **1. POLICY**

Pursuant to SDCL 4-5-8 it is the policy of Brookings County, South Dakota, to invest idle public funds in a manner to meet the daily cash flow demands of the County with the primary objectives, in priority order, beings: a) Safety b) Liquidity and c) Return.

#### **2. DELEGATION OF AUTHORITY**

Authority to manage the investment program is granted to the Brookings County Finance Officer, who shall refrain from personal business activity that could impair his/her ability to make impartial decisions. The Finance Officer, acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. In case of extended leave of absence, the Brookings County Board of County Commissioners shall appoint a replacement Finance Officer.

#### **3. AUTHORIZED FINANCIAL DEALER AND INSTITUTION**

The Brookings County Board of County Commissioners authorizes the placement of cash resources in the following financial institutions:

- a. First Bank and Trust, P.O. Box 5057, Brookings, SD 57006
- b. Meta Bank, 600 Main Ave., Brookings, SD 57006
- c. Wells Fargo, 527 Main Ave., Brookings, SD 57006
- d. Home Federal Bank, 1024 6<sup>th</sup> St., Brookings, SD 57006
- e. Dacotah Bank, 1441 6<sup>th</sup> Street, Brookings, SD 57006
- f. Bankstar Financial, P.O. Box A, Elkton, SD 57026
- g. Citizens State Bank of Sinai, P.O. Box 38, Sinai, SD 57061
- h. Richland State Bank, 602 1<sup>st</sup> Street, Bruce, SD 57022

#### **4. AUTHORIZED AND SUITABLE INVESTMENTS**

The Finance Officer is empowered by statute to invest in the following types of securities:

- Interest bearing checking accounts
- United States Treasury bills, bonds and notes (SDCL 4-5-6)
- United States Government Agencies (SDCL 4-5-6)
- Certificates of Deposit (CD's) – not to exceed 18 month maturities (SDCL 4-5-6.1)\*
- Certificates of Deposit (CD's) purchased through CDARS  
(Certificate of Deposit Account Registry Service) – not to exceed 18 month maturities (SDCL 4-5-6.1)\*
- Money Market Mutual Funds – open-end, no-load (SDCL 4-5-6)
- Repurchase Agreement fully collateralized by allowable securities (SDCL 4-5-6)
- Local Government Investment Pool

\*When investing in Certificates of Deposit (CDs) public funds will be invested at the highest rate of interest possible after attempting to secure at least three quotes.

The Finance Officer shall deposit and at all times keep on deposit the money in his/her possession as Finance Officer in state or national banks within the county. In the event that such deposits exceed the limit prescribed in SDCL 7-20-10 or if there is but one bank located within the county then such deposits may be made in other banks or branches within an adjacent county of this state having an approved and responsible financial standing. (SDCL 7-20-1)

## **5. COLLATERALIZATION**

In accordance with the SDCL 4-6A, 51A-10-9, and 52-5-20 Qualified Public Depositories will furnish collateral in the sum equal to one hundred percent (100%) of the public deposit accounts that exceed deposit insurance. The financial institution shall submit a copy of their collateralization report to the Finance Officer.

## **6. REPORTING**

The Finance Officer shall prepare an investment report not less than quarterly that provides a clear picture of the status of the current investment. The report will include the following: (Pie or Bar Chart)

- Percent invested in each security type (CD, US Treasury, money market funds, etc.).
- Listing of investments by maturity date.
- Percent held by each financial institution.

## **7. INTEREST EARNED**

The interest earned from investments shall be credited to the respective fund, except Agency funds (SDCL 4-5-9), however, any fund with less than \$5,000.00 will not receive any interest pro-ratio.

## **8. INVESTMENT SELECTION**

It will be the intention of Brookings County to offer the following to each Brookings County banking institution:

1. In the event there are sufficient funds to invest for a 12-month period, it will be the goal of Brookings County to offer such funds in increments of up to \$100,000.00 to each participating County financial institution willing to accept it in the form of a CD with such funds being deposited with the participating County financial institution offering the highest rate of interest.
2. County money market fund will be invested in banks wishing to participate in proportion to a formula comprised of loan dollars invested in Brookings County as of December 31 of each year. The interest rate for these funds will be calculated at the prior 6-month Treasury bill auction rate adjusted every January 1, April 1, July 1, and October 1. Following the same formula, County funds may be invested in 12-month CD's at the discretion of the County Finance Officer.
3. The above notwithstanding, funds deposited in County banks in payment of taxes (not escrow) may be invested in money market accounts in each respective bank at the most recent 6-month

Treasury bill auction rate adjusted quarterly on January 1, April 1, July 1, and October 1, with funds available for withdrawal on June 15 and December 15.

## 9. DIVERSIFICATION

It is the policy of BROOKINGS COUNTY to reduce overall risks while attaining average market rates of return by diversifying its investments.

- a. No more than 90% of the investable funds shall be placed in any one financial institution.
- b. Investment maturities will be staggered in such a manner that all investments will not come due at the same time.
- c. In order to ensure adequate liquidity without market, risk, investments shall have maturity dates at or prior to the time cash is prudently projected to be required to meet disbursement needs.

## 10. UPDATE

Upon approval of this Resolution, any prior Investment Policy for Brookings County, including Brookings County Resolution #06-63, approved on the 26<sup>th</sup> day of December, 2006, is hereby repealed and replaced with the current Resolution.

Approved this 10<sup>th</sup> day of February, 2015.

BROOKINGS COUNTY COMMISSION:

Tom Yseth

Chairperson, Brookings County Commission

ATTEST:

Vicki Buseth

Brookings County Finance Officer

Motion by Krogman, seconded by Miller to approve application #2015-05: an elderly or disabled tax freeze application. Background information was provided by Buseth. Roll call vote: Krogman "aye," Miller "aye," Jensen "aye," Pierce "aye," Yseth "aye." Motion carried.

Motion by Krogman, seconded by Miller to approve an operating transfer in the amount of \$1,549.17 from the Contract Law Fund 237-4-911-0000 to General Fund 101-3-371-0000. Background information was provided by Commission Department Director Stacy Steffensen. Roll call vote: Miller "aye," Jensen "aye," Pierce "aye," Krogman "aye," Yseth "aye." Motion carried.

Motion by Pierce, seconded by Miller to approve and authorize Chairperson Yseth to sign Resolution #15-07: a resolution setting weight limit enforcements on Brookings County Highways. Background information was provided by Highway Superintendent Richard Birk. Roll call vote: Jensen "aye," Pierce "aye," Krogman "aye," Miller "aye," Yseth "aye." Motion carried.

RESOLUTION #15-07  
A RESOLUTION SETTING WEIGHT LIMIT ENFORCEMENTS  
ON BROOKINGS COUNTY HIGHWAYS

WHEREAS, seasonal climatic changes can be detrimental to our highways, and

WHEREAS, the Brookings County Board of County Commissioners desires the enforcement of weight limitation of Brookings County roads as set forth and posted by the Brookings County Highway Superintendent.

NOW THEREFORE BE IT RESOLVED: The limits on Brookings County Highways shall be set as six (6) and seven (7) ton per axles on all asphalt surface roads during spring thaw period and when limit signs are in place; and

That the South Dakota Highway Patrol be and hereby is authorized and requested to enforce weight limitations on Brookings County roads.

BE IT FURTHER RESOLVED that the penalty for the violation of the load restrictions shall be as set forth in SDCL 32-22-55.

Vote of Brookings County Commission: 5 ayes, 0 nos

Dated this 10<sup>th</sup> day of February, 2015.

ATTEST:

Tom Yseth

Chairperson, Brookings County Commission

Vicki Buseth

County Finance Officer

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Yseth to sign Resolution #15-08: a resolution authorizing the purchase of corrugated metal pipe, bridge materials, and grader blades based upon the price established through the County of Beadle, South Dakota bid process. Background information was provided by Birk. Roll call vote: Pierce "aye," Krogman "aye," Miller "aye," Jensen "aye," Yseth "aye." Motion carried.

#### RESOLUTION #15-08

#### A RESOLUTION AUTHORIZING THE PURCHASE OF CORRUGATED METAL PIPE, BRIDGE MATERIALS, AND GRADER BLADES BASED UPON THE PRICE ESTABLISHED THROUGH THE COUNTY OF BEADLE, SOUTH DAKOTA, BID PROCESS

WHEREAS, the Brookings County Highway Department will need new materials including corrugated metal pipe, bridge materials, and grader blades in 2015.

WHEREAS, the COUNTY OF BEADLE, has recently gone through a competitive bidding process for corrugated metal pipe, bridge materials, and grader blades, such bidding process culminating in the bids being opened on January 5<sup>th</sup>, 2015;

WHEREAS, TRUENORTH STEEL COMPANY was the lowest responsible bidder under such COUNTY OF BEADLE, SOUTH DAKOTA, bid process and TRUENORTH STEEL COMPANY is willing to sell corrugated metal pipe, bridge materials, and grader blades to BROOKINGS COUNTY under the same terms and options as available to the COUNTY OF BEADLE, a copy of such bid specifications and bid having been filed at the Brookings County Finance Office; and

WHEREAS, pursuant to SDCL 5-19A-22, BROOKINGS COUNTY is authorized to purchase materials from any active contract that has been awarded by any governmental entity by competitive sealed bids or competitive sealed proposals or from any contract that was competitively solicited and awarded within the previous twelve months;

NOW THEREFORE BE IT RESOLVED that the Brookings County Highway Department is hereby authorized and directed to purchase on an as needed basis corrugated metal pipe, bridge materials, and grader blades from TRUENORTH STEEL COMPANY based upon the bid prices, or less, as established through the competitive bidding process of the COUNTY OF BEADLE, SOUTH DAKOTA, a copy of which County of Beadle bid specifications and prices being available in the Brookings County Finance Office.

Adopted this 10<sup>th</sup> day of February, 2015

ATTEST:

Vicki Buseth

Brookings County Finance Office

Tom Yseth

Chairperson, Brookings County

Board of County Commissioners

Commission Department Director Stacy Steffensen presented the Commission Department Director Report.

Steffensen discussed the upcoming Township Annual Meeting, the Transportation Safety Conference and the SDACC Spring Workshop. She also discussed the SDACC Legislative Update, the upcoming south Brookings drainage meeting and changes to the strategic plan.

Deputy State's Attorney Abigail Howard presented the Deputy State's Attorney's Report.

Howard discussed the March 2<sup>nd</sup> deadline in the Road Use Agreement with Novita. She discussed the involuntary mental health commitment process. Howard said the State's Attorney's Association continues to watch the juvenile justice initiative in the legislature. She also updated the board on the 34<sup>th</sup> Avenue project.

#### **COMMISSIONERS' REPORTS & DISCUSSION**

Commissioner Krogman reported on the strategic plan work session and a Hospital Board meeting.

Commissioner Miller reported on a Domestic Abuse Shelter meeting and the strategic plan work session.

Commissioner Jensen reported on the BATA meeting and a bridge with a reduced weight limit posting on Highway 25 south of White. Jensen said he has received calls from concerned citizen regarding this bridge. Birk said this is certainly one that is a priority when the county starts using their own funds. He said it needs to be addressed sooner rather than later. Krogman asked what the approximate cost would be to replace this bridge. Birk said the cost estimate for the bridge by the gun range is \$447,000, and the bridge on Highway 25 is a similar size. Yseth said that is a big bill. He said these bridges do need to be prioritized. Yseth said use and importance to economic vitality have to be factored in. Jensen said they need to explore some options and see what could be done.

Regarding the BATA building at the highway shop, Yseth said they need to plan for purchasing that building. Jensen said the last time a price was discussed, the state said the building was worth \$350,000

and the county offered \$185,000. He said the county said the market value was less due to its location on county property.

Commissioner Pierce reported on the Swiftel Advisory Committee, the Planning & Zoning comp plan meeting and the regular Planning & Zoning meeting. She also reported on the Governmental Affairs Committee meeting. Pierce said the Brookings City Planning Committee invited County Development Director Robert Hill and County Planning & Zoning Commission Chair Jeff Robbins to their meeting to discuss the joint jurisdictional area. She said she met with Deputy State's Attorney Howard regarding 34<sup>th</sup> Avenue as well.

Commissioner Yseth reported on the 34<sup>th</sup> Avenue project, a pipeline meeting and the comp plan meeting. He also reported on the Sioux Valley Energy District meeting and the 911 meeting.

#### **EXECUTIVE SESSION**

Motion by Miller, seconded by Krogman to enter into Executive Session at 11:52 a.m. in accordance with SDCL 1-25-2(3), consulting with legal counsel. Roll call vote: Krogman "aye," Miller "aye," Jensen "aye," Pierce "aye," Yseth "aye." Motion carried. The board came out of Executive Session at 12:44 p.m. No action was taken.

#### **ADJOURNMENT**

Motion by Jensen, seconded by Krogman to adjourn. Roll call vote: Miller "aye," Jensen "aye," Pierce "aye," Krogman "aye," Yseth "aye." Motion carried. The next regularly scheduled meeting is Tuesday, February 24, 2015 at 8:30 a.m.

It is the policy of Brookings County, South Dakota, not to discriminate against the Handicapped in Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.

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Stacy Steffensen  
Commission Department Director  
Brookings County

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